

EAST FARNDON PARISH COUNCIL - COMMUNICATIONS POLICY

Background

The Parish Council has a duty to communicate not only the details of its meetings and policies, but also key messages distributed by local agencies and organisations, e.g. West Northamptonshire Council (WNC), Northamptonshire County Association of Local Councils (NCALC), the Northamptonshire Police, Fire & Crime Commissioner, and so on. The purpose of this policy is to make clear what communication channels are available and who is responsible for them.

Communication Channels

The following are the principal means of communication in the village available to the Parish Council:

- Village Website <https://eastfarndon.org>
- Village Facebook Page
https://www.facebook.com/eastfarndon/?notif_id=1615387074096148¬if_t=page_fan&ref=notif
- Village Hall Noticeboard
- Parish Newsletter

Village Website

East Farndon Village Website is owned by the Parish Council and enables it to meet its statutory duties to publish meeting dates, agendas and minutes as well as policies, procedures and other key documents. The Website also enables the dissemination of items of news, events, local organisations, village history, etc. The responsibility for providing Parish Council content to the website lies with the Clerk to the Parish Council, e.g. meeting minutes, policies, etc. The Clerk also is responsible for reviewing, sifting and deciding which of the many communications received (e.g. from WNC, NCALC, etc) should be forwarded to the Website for publication. Responsibility for uploading all items to the Website lies with the Webmaster.

Village Facebook Page

East Farndon Village Facebook Page is managed by several volunteers in the village who have administration rights to enable them to create posts. One of the volunteers is a Parish Councillor (the Communications Lead) enabling the creation of posts from the Parish Council (e.g. meeting date alerts, WNC Highways updates, etc). The responsibility for providing Parish Council content that is posted to Facebook lies with the Clerk to the Parish Council, with posting being transacted by the Communications Lead. In addition, the Webmaster has Facebook administration rights in order to allow for the posting of non Parish Council items, such as broader village content, messages etc.

Village Hall Noticeboard

The Noticeboard on the front of the Village Hall is an asset of the Parish Council. It enables the formal display of statutory notices, e.g. meeting dates and agendas, annual accounts, elections, etc. The key to the Noticeboard is held by the Clerk who is responsible for the maintenance of all of the content on the Noticeboard.

Parish Newsletter

The Faxton Benefice Newsletter is managed and distributed by volunteers in the 7 parishes it covers. Annually there are 10 editions of the Newsletter which are delivered to every household in the village. The Parish Council Communications Lead ensures key messages from the Parish Council (e.g. meeting dates, volunteer requests, etc) are delivered to the

Editor in time for publication. Other organisations in the village (e.g. the Fete Committee, the Village Hall Committee, etc) also feature in the Newsletter.

Responsibilities

The Parish Council has an Annual Meeting, usually in May, where individual responsibilities are allocated to Parish Councillors. It is at this meeting where the Communications Lead is agreed. The Webmaster responsibility will also be agreed at this meeting; however, this role can be performed by a Parish Council member or by someone else nominated by the Parish Council.